


APPENDIX E: IMPORTING A DATA FILE

Import File Requirements

Before using the Import Data Into VACMAN screen under Utilities Main Menu, verify that the file being imported is:

- in one of the following formats:
 - dbf - database
 - sdf - ASCII text (fixed length for each field in every record)
 - txt - ASCII text (commas as delimiters between records)
 - wk1 - Lotus 1-2-3 data
 - xls - Microsoft Excel data
- for one of the following VACMAN databases:
 - Distribution (DISTRIB.DBF)
 - Doses Administered (DOSESADM.DBF)
 - Enrollment (ENROLL.DBF)
 - Physicians (PHYSICN.DBF)
 - Provider (PROVIDER.DBF)
 - Provider Inventory (PROVHAS.DBF)
 - Stock (STOCK.DBF) - for Varicella order records

 **THE IMPORT FILE LAYOUT MUST MATCH THE LAYOUT OF THE VACMAN DATABASE FILE. THE ONLY EXCEPTION IS IF THE IMPORT FILE IS IN DATABASE (DBF) FORMAT. IN THIS CASE, THE LAYOUT DOES NOT HAVE TO COMPLETELY MATCH THE VACMAN FILE LAYOUT. HOWEVER, THE FIELD NAMES AND FIELD SIZES IN THE IMPORT FILE MUST MATCH THE VACMAN DATABASE FILE.**

If you selected the Full File Layout option on the Import Data Into VACMAN screen, see Appendix C “Database Layouts” for all full file layouts.


or


If you selected the Condensed File Layout option on the Import Data Into VACMAN screen, see “Distribution Import File” for either Distribution Import file condensed layout or “Varicella Import File” for the Varicella Import file condensed layout below.

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Import Function

VACMAN:

1.	<p>Checks that the Import data file exists. If the file exist s, the import function starts and VACMAN continues to step 2.</p> <p>or</p> <p>If the file does not exist, a message is displayed that VACMAN could not find the file. The user should verify the file name.</p>
2.	<p>Searches for associated VACMAN database files that are needed by the database file for which the information is being imported (see “Distribution Import File”, “Doses Administered Import File”, “Enrollment Import File”, “Physicians Import File”, “Provider Import File”, “Provider Inventory Import File”, and “Varicella Import File” below for a list of the other databases). If the associated database files exist, VACMAN continues to step 3.</p> <p>or</p> <p>If VACMAN cannot find a database file, a screen is displayed that VACMAN could not file the database. The user should verify the database file location.</p>
3.	<p>Copies the Import data file into a temporary file with the same layout as the VACMAN database.</p> <p> Any changes made by VACMAN are to the temporary file and not the original.</p>
4.	<p>Verifies that the Import data temporary file contains information. If the file has information, VACMAN continues to step 5.</p> <p>or</p> <p>If the file is empty, a message is displayed that the file is empty and the process ends.</p>
5.	<p>Determines if any records are duplicates by comparing specific fields between the database and the Import data temporary file (see “Distribution Import File”, “Doses Administered Import File”, “Enrollment Import File”, “Physicians Import File”, “Provider Import File”, “Provider Inventory Import File”, and “Varicella Import File” below for the fields that are compared). If there are duplicate records, VACMAN continues to step 6.</p> <p>or</p> <p>If there are no duplicate records, VACMAN continues to step 7.</p>
6.	<p>Displays the Duplicate Records screen so that the user can review the records and select whether or not to import the duplicate records.</p>

7.	<p>Tests specific fields in the Import data temporary file. If any field in the Import data temporary file does not match the test criteria, an error or warning occurs (see “Distribution Import File”, “Doses Administered Import File”, “Enrollment Import File”, “Physicians Import File”, “Provider Import File”, “Provider Inventory Import File”, and “Varicella Import File” below for the fields that are tested). VACMAN tests fields in each record until it reaches the end of the file or more than 500 errors are found.</p> <p>If there were no errors or warnings, VACMAN continues to step 8.</p> <p>or</p> <p>If there were errors and/or warnings, an error report is produced listing all errors and warnings found. The process stops if the file contains any errors. VACMAN continues with step 8 if the file contains only warnings.</p> <p> A file will not be imported if it contains at least one error. A file will be imported if it only contains warnings.</p>
8.	Is ready to import the data into the database.

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Distribution Import File

Associated database files needed for the Distribution Import data file:

- Distribution History (DISTRHIST.DBF)
- Project Reference (OWNREF.DBF)
- Provider (PROVIDER.DBF)
- Vaccine Reference (VACCREF.DBF)

To check for duplicate records:

1.	<p>The information in these fields is compared:</p> <p>ACTION DATEOUT FROMPIN LOT PIN VACCINE</p> <p>in the Import data temporary file and the DISTRHIST.DBF database file.</p>
2.	<p>If any records in both files have matching information for these fields, the information in the DOSES field is compared.</p>
3.	<p>If the information in the DOSES fields match, the record in the DISTRHIST.DBF database file is deleted to avoid double counting.</p> <p>or</p> <p>If the information in the DOSES fields do not match, the amounts in these fields in the Import data temporary file are subtracted from the amounts in the DISTRHIST.DBF records.</p> <p>DOSES FDOSE1 FDOSE2 FDOSE3 UNITS</p>
4.	<p>The Duplicate Records screen is displayed in order for the user to review the duplicate records.</p>

An Error occurs if the:

- ACTION field contains a number other than 8 and the number in the FROMPIN field cannot be found in the SECTOR field in the PROVIDER.DBF database file

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- ACTION field does not contain 1, 2, 3, 4, 5, or 8
 - DOSES field does not contain a positive number
 - INPUT field does not contain a valid date
 - number in the PIN field is not found in the PIN field in the PROVIDER.DBF database file
 - name in the VACCINE field cannot be found in the VACCINE field in the VACCREF.DBF database file

A Warning occurs if the:

- ACTION field contains 1 and the sum of the numbers in the FDOSE1 through FDOSE3 fields does not match the number in the DOSES field
- DATEOUT field is empty
- XMITDATE field is not empty

The condensed file layout for either type of Distribution Import file is:

Position	Field Name	Type	Length
1	INPUT	Date	8
2	DATEOUT	Date	8
3	PIN	Character	6
4	FROMPIN	Character	6
5	ACTION	Number	2
6	LOT	Character	15
7	VACCINE	Character	8
8	UNITS	Number	8
9	DOSES	Number	8
10	SEEKID	Number	9

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Doses Administered Import File

Associated database files needed for the Doses Administered Import data file:

- Project Reference (OWNREF.DBF)
- Provider (PROVIDER.DBF)
- Vaccine Reference (VACCREF.DBF)

To check for duplicate records, the information in these fields is compared in the Import data temporary file and the DOSESADM.DBF database file:

- ADATE
- DOSE
- PIN
- SECTOR
- VACCINE

An Error occurs if the:

- ADATE field does not contain a valid date
- DOSE field does not contain a number from 1 through 9
- number in the PIN field cannot be found in the PIN field in the PROVIDER.DBF database file
- SECTOR field does not contain 1 or 2
- name in the VACCINE field cannot be found in the VACCINE field in the VACCREF.DBF database file

A Warning occurs if the:

sum in the G1 through G13 fields does not match the amount in the ROWTOT field. The amount in the ROWTOT field is automatically changed to the sum in the G1 through G13 fields.

Enrollment Import File

Associated database files needed for the Enrollment Import data file:

- Enrollment Reference (ENROLLSC.DBF)
- Provider (PROVIDER.DBF)

To check for duplicate records, the information in the PIN field is compared in the Import data temporary file and the ENROLL.DBF database file.

An Error occurs if the:

- PIN field is empty
- PIN in the PIN field cannot be found in the PIN field in the PROVIDER.DBF database file
- sum in the VFCKIDS1, G317KIDS1, and STATEKIDS1 fields is greater than the amount in the ALLKIDS1 field.
- sum in the VFCKIDS2, G317KIDS2, and STATEKIDS2 fields is greater than the amount in the ALLKIDS2 field.
- sum in the VFCKIDS3, G317KIDS3, and STATEKIDS3 fields is greater than the amount in the ALLKIDS3 field.

A Warning occurs if the:

- sum in the MEDICAID1, UNINSURED1, AMINDIAN1, and FQHC_RHC1 fields does not match the amount in the ALLKIDS1 field. The amount in the ALLKIDS1 field is automatically changed to the sum in the other fields.
- sum in the MEDICAID2, UNINSURED2, AMINDIAN2, and FQHC_RHC2 fields does not match the amount in the ALLKIDS2 field. The amount in the ALLKIDS2 field is automatically changed to the sum in the other fields.
- sum in the MEDICAID3, UNINSURED3, AMINDIAN3, and FQHC_RHC3 fields does not match the amount in the ALLKIDS3 field. The amount in the ALLKIDS3 field is automatically changed to the sum in the other fields.

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Physicians Import File

The associated database file needed for the Physicians Import data file is the Provider (PROVIDER.DBF) database file.

To check for duplicate records, the information in these fields is compared in the Import data temporary file and the PHYSICN.DBF database file:

- MEDICAIDNO
- PIN

An Error occurs if the:

- LASTNAME field is empty
- PIN field is empty
- PIN in the PIN field cannot be found in the PIN field in the PROVIDER.DBF database file

There are no Warnings available when importing the Physicians Import file.

Provider Import File

Associated database files needed for the Provider Import data file:

- Project Reference (OWNREF.DBF)
- Sector Reference (SECTOREF.DBF)
- Subdivision (SUBDIV.DBF)
- ZIP Codes (ZIPCODES.DBF)

To check for duplicate records, the information in the PIN field is compared in the Import data temporary file and the PROVIDER.DBF database file.

An Error occurs if the:

- ADDRESS field (first line of the shipping address) is empty
- CITY field is empty
- DATEVFC field does not contain a valid date
- LASTNAME field is empty
- PHONE field is empty
- PIN field is empty
- PIN in the LINKPIN field cannot be found in the PIN field of another provider's record
- SECTOR field (provider classification code) is empty, contains a number greater than 29, or the number cannot be found in the SECTOR field in the SECTOREF.DBF database file
- STATE field does not contain a valid 2-character state abbreviation
- SUBDIV field is empty or the name cannot be found in the SUBDIV field in the SUBDIV.DBF database file
- ZIPCODE field is empty
- ACTIVE field does not contain Y or N

A Warning occurs if the:

- CREATEDATE field does not contain a valid date
- number in the PHONE, FAX, or MODEM field is not in the (999) 999-9999 format

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Provider Inventory Import File

Associated database files needed for the Provider Inventory Import data file:

- Project Reference (OWNREF.DBF)
- Provider (PROVIDER.DBF)
- Vaccine Reference (VACCREF.DBF)

To check for duplicate records, the information in these fields is compared in the Import data temporary file and the PROVHAS.DBF database file:

- IDATE
- LOT
- PIN
- VACCINE

An Error occurs if the:

- PIN field is empty
- name in the VACCINE field cannot be found in the VACCINE field in the VACCREF.DBF database file

A Warning occurs if the IDATE field does not contain a valid date

Varicella Import File

Records in the Varicella Import data file will be imported to the Stock (STOCK.DBF) database file.

Associated database files needed for the Varicella Import data file:

- Distribution (DISTRIB.DBF) - if checking for excess doses
- Funding (FUNDING.DBF)
- Provider (PROVIDER.DBF)
- Vaccine Bulk Contracts (VACCBULK.DBF)

To check for duplicate records, the information in these fields is compared in the Import data temporary file and the STOCK.DBF database file:

- LOT
- ORDDATE
- PIN
- VACCINE

An Error occurs if the:

- ADDRESS field (first line of the shipping address) in the PROVIDER.DBF database file is empty
- CITY field in the PROVIDER.DBF database file is empty
- first position in the CODES field in the PROVIDER.DBF database file is empty
- DOSES field does not contain a positive number
- code in the FCODE1 field cannot be found in the FUNDCODE field in the FUNDING.DBF database file
- code in the FCODE1 field is 3 and the STATEPO field is empty
- LASTNAME field in the PROVIDER.DBF database file is empty
- NOTE field (contains shipping instructions) in the PROVIDER.DBF database file is empty
- ORDDATE field is empty
- PIN in the PIN field cannot be found in the PIN field in the PROVIDER.DBF database file
- STATE field in the PROVIDER.DBF database file does not contain a valid 2-character state abbreviation
- name in the VACCINE field is not "VAR"

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- XMITDATE field is empty, the code in the STATUS field is 01, and the date in the ORDDATE field does not fall within the date range for the current Varicella contract in the VACCBULK.DBF database file
- ZIPCODE field in the PROVIDER.DBF database file is empty

A Warning occurs if the:

- code in the FCODE1 field is 1 or 2, and the STATEPO field contains information. VACMAN will automatically delete the information in the STATEPO field before importing the record.
- amount in the ORDDOSE field when calculated by VACMAN causes the annual allowance for the provider to be exceeded
- XMITDATE field is empty and the amount in the DOSES field when calculated by VACMAN does not match a package size. VACMAN will automatically adjust the amount in the DOSES field to match the next higher package size.
- XMITDATE field is empty and the amount in the DOSES field when calculated by VACMAN totals more than the \$25,000.00 limit. VACMAN will automatically decrease the amount in the DOSES field before importing the record.

The condensed file layout for the Varicella Import file is:

Position	Field Name	Type	Length
1	PIN	Character	6
2	ORDDATE	Date	8
3	ORDNUM	Character	10
4	ORDDOSE	Number	8
5	VACCINE	Character	8
6	SIZE	Number	2
7	MAKER	Character	8
8	FCODE1	Character	1
9	STATEPO	Character	32